



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE # 5000
FORT RICHARDSON, ALASKA 99505-5000



APVR-RDL-TM

SEP 12 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction of Use of General Services Administration (GSA)
Vehicles by TDY Personnel (DOL/DCSLOG Policy Number 4-17)

1. GSA-owned/Army-leased vehicles assigned to the TMPs are provided for "Official Use Only". What constitutes official use is often subject to interpretation. As a general rule, use of any vehicle for the convenience of an individual is not official use.
2. Certain exceptions are made for personnel on temporary duty away from their home station. Transportation may be made available either by shuttle bus, or a leased GSA vehicle on a user/driver basis. This transportation is for utilization between lodging and duty station and for transportation to and from meals.
3. While in a TDY status you may utilize eating facilities in Officers' Clubs, NCO Clubs, snack bars or dining facilities. If none of the installation facilities listed are in operation, personnel may utilize the user/driver vehicle for transportation to a local eating establishment. The following precautionary measures must be observed.
 - a. Travel by the most direct commonly used route.
 - b. Adhere to a reasonable time limit.
 - c. Abstain from the use of alcoholic beverages.
 - d. Do not patronize establishments of obvious questionable reputation, even though they may not be designated "off limits". Discretion should be used when patronizing establishments that serve alcoholic beverages.
4. Personnel operating an "Official Use Only" vehicle will receive the scrutiny of the local citizen/taxpayer, and any real or imagined infractions may be reported to civil and military authorities. If personnel adhere to these instructions, use of the vehicle will be considered "Official Use". Disregard of these instructions and reported vehicle misutilization may result in appropriate disciplinary action.

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5. It should also be noted that the State of Alaska has very stringent laws on operation of motor vehicles while under the influence of alcohol, including a mandatory three-day jail sentence. If personnel consume alcohol during any social activity, arrangements for transportation other than GSA-owned/Army leased vehicles should be made.

A handwritten signature in black ink, appearing to read 'T.M. Shea', is positioned above the printed name.

THOMAS M. SHEA
COL, TC
Director of Logistics

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